

TITLE OR SUBJECT OF SUGGESTION	CLASSIFICATION	SUGGESTION NO.
Passport Photos	SECRET	71-129

PRESENT METHOD

Travelers are required to have passport photos for themselves and their dependents taken in local studios. This is expensive and time consuming since two trips are required - one for the photos and one to pick them up.

I SUGGEST

I suggest that passport photos be taken at the Agency. Certainly the badge office has the capability for this function. In addition, most dependents are scheduled for medicals and shots at AMES building. Why not include passport photos while they are there?

ADVANTAGES

I fully realize that the Agency is little concerned with convenience to an employee or his dependents, however, the above suggestion would be a great convenience, but in addition it would be a dollar savings to the Agency.

Consider the employee's time away from the office to take the family for these photos plus the cost. In my particular case, we are a family of five at a cost of \$3.50 per person for a total of \$17.50. The price for one roll of color film for the Agency's cameras is only \$17.00 for a 100 foot roll. This 100 foot roll will produce at least 300 photos at a cost of approximately $5\frac{1}{2}$ cents per picture. Since two photos are required for a passport per person would be ~~4~~ cents vs \$3.50 stated above.

TITLE OR SUBJECT OF SUGGESTION		SUGGESTION NO.
<u>Passport Photograph Source</u>		<u>71-130</u>
PRESENT METHOD		
<p>Persons embarking on foreign travel (with the exception of one Division) are required to obtain passport photographs commercially for which they are reimbursed. The cost is approximately \$4.00 to \$5.00 for each set.</p>		
I SUGGEST that this service be provided within the Agency (by the Badge Office, TSD, or some combination thereof).		
ADVANTAGES		
<p>See attached sheet.</p>		

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ADVANTAGES: Aside from the obvious saving in cost (equal to the number of passports processed annually times \$4.00 less in-house cost), there would also be a tremendous saving of time and inconvenience, particularly to those not stationed at Headquarters. In so doing, Central Processing Branch would obtain better control over the process of obtaining passports by direct access to the [redacted]

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TITLE OR SUBJECT OF SUGGESTION		SUGGESTION NO.
Passport and Visa Photograph Procurement		71-131
PRESENT METHOD The individual traveler and his family uses commercial facilities. This system is: 1. Expensive (considering the cost of processing for recovery of professional charges, personal auto mileage, etc.) 2. Normally very inconvenient for the traveller due to inclement weather, parking situation and the many other details involved in an overseas move. 3. Time consuming, normally resulting in the loss of several hours away from the office. 4. Possibly insecure. It is now possible for photographers to make file or other extra copies of the photograph for purposes other than that intended by the traveller.		
I SUGGEST		
Agency facilities be used instead of the commercial establishments. In the case of dependents photographing could be accomplished along with immunizations, briefings, etc. Exposures, poses, backgrounds, paper quality, etc. would have to be identical to that used by commercial photographers to prevent agency photos from being identifiable. This clearly is within the agencies capabilities. When cover or other considerations require, commercial photographers, of course, would be used.		
ADVANTAGES		
While I have no means to estimate the total monetary savings, it could be considerable in terms of saved manpower. It would eliminate one "outside" detail connected with a move and do away with the inconvenience and frustration of photo procurement, particularly when children are involved. It could close a potential, if not existing, source of photographs of agency personnel to outside interests.		

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: Executive Secretary Suggestion Awards Committee Room 412, Magazine Building		EXTENSION 2731	NO. 71-129 71-130 71-131
		DATE RECEIVED FORWARDER	DATE 28 Sept. 1970
TO: (Officer designation, room number, and building)		OFFICER'S INITIALS	
STATINTL. [REDACTED] 1012 Ames Bldg.		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)	
2.		Per our phone conversation, attached are three (3) recent suggestions on the subject of arranging to have passport photos taken "in-house".	
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STATINTL. [REDACTED]

BPS 29 Sept 70

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HCC	29 Sept 70
RLF	29 Sept 70
JEH	29 Sept 70
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WAK	29 Sept 70
FHW	29 Sept 70
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